



## Cherwell Canoe Club Registration and Declaration of Interests

### Volunteer Policy

#### Introduction

It is a requirement that Cherwell Canoe Club volunteers take proper account of any conflict of interest which may arise both from their position within Cherwell Canoe Club and additionally any membership of or connection with other bodies, organisations and individuals outside Cherwell Canoe Club. In this context, the Cherwell Canoe Club Committee has authorised that there shall be, **where necessary**, a Register of Staff/Volunteer Interests and that specific requirements operate in relation to declarations of interest on an *ad hoc* basis. The procedures for the registration and declaration of interests are set out below.

The principles of impartiality and declaration of interest apply to the conduct of all volunteers of Cherwell Canoe Club. The following procedures apply therefore to all.

#### Declaration of Interests

In all circumstances Cherwell Canoe Club volunteers must ask themselves whether Cherwell Canoe Club Members could reasonably conclude that the interest involved might influence their actions or any decisions taken. If so, the interest must be deemed to be sufficient for the volunteer concerned to notify his or her Chair and to withdraw from participation.

Cherwell Canoe Club volunteers should not participate in any committees, working parties or other bodies where there is a clear possibility that a conflict of interest may arise on a regular basis.

Cherwell Canoe Club volunteers should act with care in the following situations:

- where receipt of hospitality or gifts could be perceived as inducements by persons or bodies seeking to supply goods or services to Cherwell Canoe Club;
- a business interest related to the club;



- where a volunteer is involved in procedures concerning selection, funding awards and is the parent or guardian of a paddler involved.

## **Procedures**

All volunteers on a Cherwell Canoe Club committee/team will be required to complete a Declaration of Interests form when they are elected to office and then annually thereafter. The Chair/Secretary of that committee will be responsible for the issue of the forms and returning them to the secretary of Cherwell Canoe Club. If, at any time during the year, a potential conflict of interest should arise then the volunteer must notify the Chair of that committee/team at the earliest opportunity.

The committee Chair will be responsible for deciding if there is a potential conflict of interests and reach a decision. Where a conflict is deemed to exist, then that volunteer may be required to stand down or remove themselves from decisions where the conflict exists. If this is known in advance, the Chair can seek a replacement in advance of the meeting. In the event that the Chair has a potential conflict of interest, then the Secretary or Treasurer should take the responsibility for deciding if a conflict exists. They can ask the committee if it is appropriate for the Chair to remain in the room.



## Cherwell Canoe Club Registration and Declaration of Interests Form

Name	
Position	
Committee/Team	

Please answer all of the questions as fully as possible.

### 1. MEMBERSHIP OF, OR INVOLVEMENT WITH, CANOE CLUBS AND ANY OTHER CANOEING ORGANISATIONAL GROUP (INCLUDING CENTRES)

I have an interest in or am connected with persons that have an interest in the following bodies corporate or firms and am to be regarded as interested in any transaction or arrangement that may, after the date of this notice, be made with the any of these bodies corporate or firms.

Self or immediate family	Name of Club/ Organisation	Nature of involvement e.g. current or expired (expired date if applicable)

### 2. INVOLVEMENT WITH OTHER RELATED ORGANISATIONS

I am involved in or am connected with persons that are involved in the following organisations that may apply to Cherwell Canoe Club for assistance and am to be regarded as interested in any transaction or arrangement that may, after the date of this notice, be made with the any of these organisations.



Name of organisation	Nature of involvement – please include whether the interest is current or expired (expired date if applicable)

### 3. COMMERCIAL INTERESTS

I have a commercial interest in or am connected with persons that have a commercial interest in the following bodies corporate or firms and am to be regarded as interested in any transaction or arrangement that may, after the date of this notice, be made with the any of these bodies corporate or firms.

Please provide details here of any involvement in companies or businesses providing services to Cherwell Canoe Club, its members, paddlers or as a freelance coach or deliverer of Cherwell Canoe Club courses.

Self or immediate family	Name of Organisation	Nature of involvement - please include whether the interest is current or expired (expired date if applicable). For course delivery state the average number of courses per annum.

### 4. ANY OTHER RELEVANT INTERESTS NOT INCLUDED IN THE ABOVE



Please include in this section if you are a current paddler/competitor and, if applicable, your ranked status whether you are, or hope to be, a member of a GB Team.

Self or immediate family	Name of Organisation	Nature of involvement - please include whether the interest is current or expired (expired date if applicable)

Cherwell Canoe Club will keep a Register of Interests in which any third party pecuniary or non-pecuniary interests must be registered if the volunteer considers that a conflict of interest could arise or be perceived to arise. If you are in any doubt over whether to notify an interest you should do so. A nil return should be made where no such interests can be identified. In this respect it is advisable for volunteers to consider including relevant known interests of spouses, partners or close family members. Individuals must notify the secretary if any earlier declaration is or becomes inaccurate or incomplete. The information held will be referred to the registered persons annually for review and amendment.

## DECLARATION

I confirm that to the best of my knowledge and belief the information given above is correct and complete.

I undertake to update the record if and when any changes take place.



**SIGNATURE:**

**DATE:**

**SIGNATURE OF CHAIR**

**DATE:**

**(or Authorising Authority in the case of the Chair)**

Please send this form to: The Secretary, Cherwell Canoe Club.